



DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
HEADQUARTERS COMMAND BATTALION
239 SHERIDAN AVE, BLDG 417
FORT MYER, VIRGINIA 22211-1199

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Supply Accountability - Policy Memorandum #9

1. Proper supply discipline and the maintenance of supply accountability are a critical task. Commanders will closely monitor expendable supply usage, stockage levels of expendables and accountability of unit property.
2. Particular emphasis must be placed in three specific areas: monthly inventories, change of hand receipt/sub-hand receipt holder, and issues/turn-ins of property for hand receipt/sub-hand receipt holders.
 - a. Company commanders will ensure that 10% of the unit property is inventoried and accounted for each month. The goal is to conduct a complete inventory and accountability of all unit property annually. Records of monthly inventories will be turned in by the 10th of the month to the Battalion S-4, these will be inspectable areas during battalion command inspections. Change of hand receipt holder inventories may count toward this monthly 10% inventory requirement.
 - b. For changes of hand receipt/sub-hand receipt holder, both parties must be present to conduct a joint inventory and to transfer the property to the new hand receipt/sub-hand receipt holder. If the hand-receipt holder is unavailable, the battalion commander will appoint a person to act on their behalf so that a joint inventory can be accomplished. Governing supply regulations will apply to these regulations DA PAM 710-2-1 and AR 735-5 Chapter 11.
 - c. Issues and turn-ins of property for hand receipt/sub-hand receipt holders must be accomplished by change document or update of the hand receipt/sub-hand receipt. Personnel who "turn-in" property to the supply room for maintenance or repair must get a receipt for the property, or they are likely to be held pecuniary liable should it become missing.
3. Failure to conduct a joint inventory and/or to properly document a property issue/turn-in may result in UCMJ or administrative action for failure to obey a lawful order and/or dereliction of duty.

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4. The point of contact for this memorandum is the Battalion Executive Officer, 703-696-1008 or the Battalion S-4, 703-696-3375.



JOHNATHON M. KUPKA
LTC, SF
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